

Change of Contractor & Adding Subcontractors

- In the record Select ‘Professional’

BR-ALT-25-0099

Interior Remodel: Demo walls a...

STATUS

> Documents Received

07/07/2025 by Accela Admini...

LOCATION

> 3260 BAYOU SOUND

Longboat Key, FL 34228

CONTACT

> Chelsea Steele

WORKFLOW

> 19 tota

11 cc

Summary

Record

Status

Activities (...)

Workflow

Inspections (...)

Fee (...)

Payment

Contacts (...)

Professionals (...)

Communications (...)

Menu

Reports

Help

C

File Date: 06/19/2025

Application Status: Documents Received

Assigned To:

Description of Work: Interior Remodel: Demo walls and soffit per plans. Reframe walls and ceilings per plans. Remove all appliances, cabinets, countertops, and fixtur showers in both bathrooms per plans. New appliances, cabinets, countertops, and fixtures in kitchen per plans. New cabinets, countertops, fixtur mechanical per plans.

Application Detail: Detail

Application Name:

Application Type: Residential Alteration

Documents:

File Name	Document Group	Category	Description	Type
41410 Cert NOC.pdf	B_ALT	Other		application/pdf
41410 Transmittal Form...	B_ALT	Other		application/pdf
41410 Application.pdf	B_ALT	Other		application/pdf
41410 Transmittal Form...	B_ALT	Other		application/pdf
41410 Cert NOC.pdf	B_ALT	Other		application/pdf
41410 Application.pdf	B_ALT	Other		application/pdf
41410 Survey.pdf	B_ALT	Site Plan		application/pdf
41410 added cabinets f...	B_ALT	Plans		application/pdf
41410 Survey-approved...	EPLANREVIEW	Reviewed Copy		application/pdf
41410 added cabinets f...	EPLANREVIEW	Reviewed Copy		application/pdf
41410 West For PermitC...	B_ALT	Plans		application/pdf
41410 West For PermitC...	EPLANREVIEW	Reviewed Copy		application/pdf

- Select Lookup

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11 completed 1 active

Summary

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Activities (0)

Workflow

Inspections (3)

Fee (4)

Payment

Contacts (1)

Professionals (4)

Menu

New

Look Up

Delete

Help

License #	License Type	Primary	Business Name	First Name	Last Name	Address	City
<input type="checkbox"/> CBC1253981	Certified Building Con...	Yes	GRAYHAWK REMODELING LLC	Todd	Shely	6008 Cortez Rd West, S...	Bradenton
<input type="checkbox"/> CFC1427279	Certified Plumbing Con...	No	TRUE PLUMBING SERVICE INC	Michael	Faulconer	15323 Broad Brush Dr	Sun City ...
<input type="checkbox"/> CGC1518760	Certified General Cont...	No	GRAYHAWK SYSTEMS, LLC	Todd	Shely	6008 CORTEZ ROAD WEST ...	BRADENTON
<input type="checkbox"/> ER13016268	Registered Electrical ...	No	SPOT ON ELECTRIC, LLC	Kenneth	Burnett	885 Tallevast Rd	Sarasota

- Enter the information to search for the approved registered contractor
- Select Submit

Note: Do the same process if adding more than one contractor

Accela Civic Platform > LONGBOAT

BR-ALT-25-0099 [Interior Remodel: Demo walls a...](#)

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LOCATION > 3260 BAYOU SOUND Longboat Key, FL 34228

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WORKFLOW > 19 total Task 11 completed

Menu Submit Reset Cancel Help

License # License Type --Select--

First Name Middle Name Last Name

Business License # Business Name

Address Line 1 City State Zip Code

Form Name: Reference Professional Lookup

Professionals (4)

Once the contractor or subcontractor is added - make sure to select the main contractor (License # - blue link) and make them 'Primary'

Accela Civic Platform > LONGBOAT

BR-ALT-25-0099 [Interior Remodel: Demo walls a...](#)

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WORKFLOW > 19 total Task 11 completed 1 ac

Menu Submit Reset Cancel Help

License Type * License # * Primary

Certified Building Contractor CBC1253981 Yes

Business Name GRAYHAWK REMODELING LLC

First Name Middle Name Last Name

Todd Shely

Address Line 1 City State ZIP Code

6008 Cortez Rd West, Ste B Bradenton FL 34210

Mobile Phone Business Phone E-mail

todd@grayhawk7.com

Form Name: Professional New Reference License ID 182431

Professionals (4)

Communications (1)

- Once you add the new contractor(s) – select the checkboxes of the old contractor that must be removed
- Select Delete

ACCela CIVIC PLATFORM > LONGBOAT

BR-ALT-25-0099 Interior Remodel: Demo walls a... STATUS > Documents Received 07/07/2025 by Accela Admini... LOCATION > 3260 BAYOU SOUND Longboat Key, FL 34228 CONTACT > Chelsea Steele WORKFLOW > 19 total Task 11 completed 1 active

Menu New Look Up Delete Help

<input type="checkbox"/>	License #	License Type	Primary	Business Name	First Name	Last Name	Address	City
<input checked="" type="checkbox"/>	CBC1253981	Certified Building Con...	Yes	GRAYHAWK REMODELING LLC	Todd	Shely	6008 Cortez Rd West, S...	Bradenton
<input type="checkbox"/>	CFC1427279	Certified Plumbing Con...	No	TRUE PLUMBING SERVICE INC	Michael	Faulconer	15323 Broad Brush Dr	Sun City ...
<input type="checkbox"/>	CGC1518760	Certified General Cont...	No	GRAYHAWK SYSTEMS, LLC	Todd	Shely	6008 CORTEZ ROAD WEST ...	BRADENTON
<input type="checkbox"/>	ER13016268	Registered Electrical ...	No	SPOT ON ELECTRIC, LLC	Kenneth	Burnett	885 Tallevast Rd	Sarasota

Summary
Record
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Workflow
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Fee (4)
Payment
Contacts (1)

Note: For a Change of Contractor – upload the change of sub form under ‘Document’ and select ‘Other’ as document type.

- Select Documents
- Select New

BR-ALT-25-0099 Interior Remodel: Demo walls a... STATUS > Documents Received 07/07/2025 by Accela Admini... LOCATION > 3260 BAYOU SOUND Longboat Key, FL 34228 CONTACT > Chelsea Steele WORKFLOW > 19 total Task 11 completed 1 active

Menu New Look Up Manage Documents Help Refresh

☒ Record Attachments ☐ People Attachments
Showing 1-10 of 17

<input type="checkbox"/>	Document Status	File Name	Actions	Entity Type	Category	Description	Virtual Folders	Modified By	Modified Date	Upload
<input type="checkbox"/>	Review Complete	41410 Cert NOC.pdf	Actions	Record	Other		Review Cycle 1	EPR ACCOUNT	07/07/...	06/03/2
<input type="checkbox"/>	Review Complete	41410 Transmittal Form.pdf	Actions	Record	Other		Review Cycle 1	EPR ACCOUNT	07/07/...	06/20/2
<input type="checkbox"/>	Review Complete	41410 Application.pdf	Actions	Record	Other		Review Cycle 1	EPR ACCOUNT	07/07/...	06/03/2
<input type="checkbox"/>	Review Complete	41410 Transmittal Form.pdf	Actions	Record	Other		Review Cycle 1	EPR ACCOUNT	07/07/...	07/07/2
<input type="checkbox"/>	Review Complete	41410 Cert NOC.pdf	Actions	Record	Other		Review Cycle 1	EPR ACCOUNT	07/07/...	07/07/2
<input type="checkbox"/>	Review Complete	41410 Application.pdf	Actions	Record	Other		Review Cycle 1	EPR ACCOUNT	07/07/...	07/07/2
<input type="checkbox"/>	Original	41410 Survey.pdf	Actions	Record	Site Plan		Review Cycle 1	EPR ACCOUNT	07/07/...	06/03/2
<input type="checkbox"/>	Original	41410 added cabinets for outside k...	Actions	Record	Plans		Review Cycle 1	EPR ACCOUNT	07/07/...	06/09/2
<input type="checkbox"/>	Approved	41410 Survey-approved.pdf	Actions	Record	Reviewed Copy		Review Cycle 1	EPR ACCOUNT	07/07/...	07/07/2
<input type="checkbox"/>	Approved	41410 added cabinets for outside k...	Actions	Record	Reviewed Copy		Review Cycle 1	EPR ACCOUNT	07/07/...	07/07/2

Parcel (1)
Owner (1)
GIS (1)
Custom Fields
Custom Lists (2)
Documents (17)
Comments (1)
Conditions (0)
Conditions of Approval (0)
Related Records
Consolidated Record Activities (40)

- Select Add
- Select Document Type 'Other'
- Select Save

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Documents

Menu Save Add Delete Cancel Help

Source * ACCELA

Document Group/Category B_ALT --Select--

ACA Permissions Change Follow Document Type Security

Description

check spelling

Form Name: Document Form

Apply Definitions to Selected

File Name * Up to 250MB	Document Group/Category	Department	Description	ACA Permissions
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Note: To Add Subcontractors – Use steps above to add the subcontractors and set the primary contractor

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